

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1361

TITLE: RISK MANAGER

GRADE: S-32

DEFINITION:

Under administrative direction, to administer the County-wide risk management program, which protects the County and self-insured entities against financial loss; and to do related work as required.

TYPICAL TASKS:

Manages the County's Risk Management program, including loss prevention, risk management, safety and liability insurance activities;
Maintains close communications with departments of the County to assure that their liability insurance needs are being met;
Formulates and updates policy documents;
Supervises a comprehensive program of personal injury and vehicle accident prevention;
Provides administrative and technical assistance to the County's Insurance Risk Management Committee;
Disseminates and advises on pertinent information regarding risk management, safety and loss control programs;
Maintains, coordinates and updates the County's insurance policies;
Monitors and maintains claims filed against the County and its employees;
Prepares and maintains budgets relating to risk protection;
Prepares proposals to obtain liability insurance policies to meet the County's needs, and prepares proposals to obtain adjusting firms on programs which are self-insured;
Serves as liaison/contract administrator between insurance companies, agencies and adjusting firms being utilized by the County;
Evaluates market conditions as they relate to County programs;
Reviews all leases and contracts to assure proper risk protection;
Prepares reports as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of the administrative principles and procedures related to program development and operations;
Thorough knowledge of risk management, safety and loss control practices;
Considerable knowledge of statistical methods of analyzing loss data;
Ability to establish and maintain effective working relationships with insurance companies, County employees, and public and private sector representatives;
Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in business, economics, or a related field and four years of progressively responsible experience in insurance management, risk management, safety management or a directly related field.

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NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

ESTABLISHED: April 28, 1986